

CAPPS Financials — User Group Meeting Minutes

Thursday, August 20, 2020

9–11 a.m.

(Webinar Only)

I. Welcome (Tony Martin)

- This is a Webinar through Webex.
- User Group meeting materials are posted on FMX.
 - To be added to the User Group distribution list, send an email to the CAPPS Governance and Communications Team at CAPPS.CGC.BA@cpa.texas.gov.

II. Production Update: Financials Support Requests (SRs) (Tony Martin)

• SR Summary and Trend Report

- The **CAPPS Financials Summary and Trend Report 08/20/20** document was reviewed.
 - For the month of July, there were 899 active SRs with 305 in high priority status. There were no critical SRs.
 - For HUB related activity, there were 18 active SRs with 4 in high priority status.
 - As shown on the Trend chart, there were 515 SRs opened and 431 closed in July.
 - There was an uptick due to:
 - Image Upgrade activities, onboarding activities associated with Travel and Expense, and Project Costing.
 - User Preference requests, with 103 User Preference update requests. This includes additional tickets opened by Steady-State Support Staff for Year-End and New Fiscal Year activities.
 - HX Recycle efforts. Our team has continued to work with agencies by creating SR's to notify agencies of outstanding items on their HX Recycle Browsers that need to be reconciled and cleared off.
 - SQL requests. In order to fulfill SQL requests, time is of the essence. It is important for Level 1's to respond to the validation requests as soon as possible. If the changes are made in the maintenance environment, there is only one day to test and validate. If the timetable is missed, the scripts must be run again the next day. To minimize SQL requests, CAPPS Support Team will be working closely with Level 1's to provide guidance to their users.

• Governance Approved Enhancements

- The **CAPPS Financials Governance Approved Enhancements 08/20/20** were reviewed. Updates since the last meeting are identified with an asterisk (*) and **bolded**.

• Required Maintenance

- The **CAPPS Financials Required Maintenance 08/20/20** document was reviewed. Updates since the last meeting are identified with an asterisk (*) and **bolded**.

III. Project Update: FIN FY20 Deployment Project Updates (Nyguel Sanders)

- The **CAPPS FY20 FIN Agency Deployment Project 08/20/20** document was reviewed.
 - Code Move date was July 6, 2020, Soft Go-Live was August 10, 2020, both were major milestones that completed successfully.
 - All project metrics are green, either on or ahead of schedule.
 - Overall the project is 96% complete and there are no issues for management attention.
 - Key Activities:
 - Completed Soft Go-Live.
 - Final cutover activities continue.
 - Go-Live is September 1st, we are on track and ahead of schedule.

IV. Discussion Topic: Business Objects 4.2 Upgrade (Tony Martin)

- The NON-Production Business Objects (BOBJ) QA (test) environment outage began on Friday, July 24 at 5:00 p.m. and became available Thursday, July 30 at 9:00 a.m.
- Agency testing of BOBJ 4.2 began Monday, August 3, and concluded Friday, August 14.
- The Production environment outage will begin on Friday, August 28 at 5:00 p.m. through Wednesday, September 2 at 7:00 a.m. It is recommended to run all reports before August 28.

V. Discussion Topic: CAPPS Fiscal Year-End Downtime (Tony Martin)

- Fiscal Year-End Downtime has been communicated through email and is available on FMX.
- The following deadlines and important dates were discussed:
 - **August 28, 2020** – The Business Objects (BOBJ) Production environment is unavailable as of 5:00 p.m.
 - **August 31, 2020** – All scheduled interfaces will run. The batch-scheduled Budget Checking Doc Tolerance, Matching and Posting processes will run on the normal schedule. CAPPS will be unavailable beginning at 5:00 p.m. for year-end activities. The Accounting Date for any AP vouchers in error status must be manually changed to 09/01/2020 or they will not be journal generated on Tuesday, September 1st.
 - **September 1, 2020** – CAPPS will remain unavailable due to year-end activities. USAS inbound and outbound interfaces will run, bringing in the HX file to CAPPS.
 - **September 2, 2020** – All scheduled interfaces will run. CAPPS will be available for users at noon.
- If you need assistance for any year-end, new year set up and/or budget set up activities, please submit an SR as soon as possible and do not wait until the last minute.

VI. Upcoming Meetings

- Thursday, September 24, 2020. The discussion topic for this meeting will include budget errors.
- Thursday, October 29, 2020. The discussion topics for this meeting will include:
 - Deployment to CAPPS Steady-State support transition for FY21 onboarding agencies.
 - Level 1 round table to cover expectations and feedback from Level 1's regarding ticket creation, documentation, research, and communication.